



# Carrathool Shire Council

## POSITION DESCRIPTION

### Apprentice Mechanic

<b>DIRECTORATE</b>	<b>INFRASTRUCTURE</b>
<b>REPORTS TO</b>	<b>MANAGER FLEET &amp; TOWN SERVICES</b>
<b>CLASSIFICATION</b>	<b>BAND 1 LEVEL 1</b>
<b>GRADE WITHIN SALARY STRUCTURE</b>	<b>T2 – T5</b>
<b>STATUS OF EMPLOYMENT</b>	<b>PERMANENT FULL TIME</b>
<b>HOURS OF WORK</b>	<b>38</b>
<b>POSITION CODE</b>	<b>4114</b>
<b>DATE APPROVED</b>	<b>1 JANUARY 2020</b>

### Council overview

Carrathool Shire Council is a large rural Council, having an area of 19,000 square kilometres and five urban centres. The Council is traversed by the Murrumbidgee and Lachlan Rivers, the Mid Western Highway and the Kidman Way. Agribusiness is growing and has diversified greatly, and now includes enterprises such as cotton, walnuts, olives, rice, corn, cherries, and chicken farm developments with capital investment in the range of \$500 million. The area is thriving, and so are the opportunities.

### Council vision

Carrathool Shire Council and the community will work together to protect and deliver quality of life in harmony with economic development and environmental sustainability.

### Primary purpose of the position

Under direction and supervision, undertake both on and off the job training to acquire a high level of competence in the mechanics trade, and to apply such knowledge and skills to undertake day to day repairs and maintenance of Council plant and equipment.

## Key accountabilities

Within the area of responsibility, this role is required to:

- Undertake daily maintenance and repairs to Council's plant, fleet and equipment under instruction of the supervisor.
- Cleaning of workshop and facilities.
- Inspect plant and equipment and report defects to the Supervisor.
- Ensure all documentation such as timesheets, plant sheets, maintenance/service schedules, etc are completed accurately and on a timely basis.
- Duties in accordance with the training plan, registered with a Recognised Training Organisation.
- Attending training sessions or supervised workplace activities.
- Carry out other duties that are within the limits of the employee skills, competence and ability as required.

## Organisational accountabilities and responsibilities

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<b>Customer Service</b>	<ul style="list-style-type: none"><li>• Ensure an efficient, courteous and professional service to internal and external customers at all times.</li><li>• Present a positive image of Council at all times.</li><li>• Exceed customer expectations by accurately identifying and resolving their complaints.</li></ul>
<b>Governance</b>	<ul style="list-style-type: none"><li>• Carry out work in line with relevant legislative requirements, codes, practices, and standards.</li><li>• Carry out their duties in a professional and ethical manner, in compliance with the requirements of Council policies and procedures.</li><li>• Take responsibility for and manage own work and contribute to a productive work environment.</li><li>• Comply with Council's Code of Conduct and requirements of EEO and anti-discrimination policies.</li><li>• Ensure accurate and timely record keeping in accordance with Council's requirements</li></ul>
<b>Work Health and Safety</b>	<ul style="list-style-type: none"><li>• Perform work in accordance with WHS Legislation and Council's Policies and procedures.</li><li>• Report all Near Misses/ Accidents, Injury &amp; illness as per Council policies to the immediate supervisor.</li><li>• Contribute to work health and safety of self and others.</li><li>• Attend and participate in all training as directed.</li></ul>
<b>Risk Management</b>	<ul style="list-style-type: none"><li>• Assist council supervisors and managers in identifying and assessing hazards at the workplace.</li><li>• Be aware of and follow Council's risk management procedures when undertaking tasks or projects.</li><li>• Do not interfere or misuse any safety device or equipment which has been provided.</li></ul>
<b>Environmental</b>	<ul style="list-style-type: none"><li>• Consider the protection of the environment when undertaking Council activities.</li></ul>

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## Key relationships

Internal	External
Manager Fleet & Town Services	Community members
Town Services Overseer	
Other Staff	

## Essential requirements





1. Year 10 standard of education or RoSA (Record of School Achievement) or equivalent leaving certificate with good Math's & English results
2. Eligibility to enrol and commitment and ability to complete Certificate III Heavy Commercial Vehicle Mechanical Technology and other training as required
3. Genuine enthusiasm and desire to pursue a career as a mechanic or related fields
4. Demonstrated ability to work positively and effectively within a team
5. Demonstrated ability to understand directions and to communicate effectively with internal and external stakeholders
6. Ability to complete daily works records neatly and correctly
7. Class C Drivers Licence - minimum Provisional

## Desirable requirements

8. Basic understanding of Work Health and Safety procedures in the workplace
9. WorkCover Construction Induction Card (White Card)









## Capabilities for the role

Carrathool Shire Council’s Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance, or, “how we do things around here”. It builds on our organisational values and creates a common sense of purpose for all staff at all levels of the workforce. Below is the full list of capabilities and the level required for this position. The capability names in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Core Organisational Capabilities			
Capability Group	Capability Name	Level	Stream
 <b>Personal attributes</b>	<b>Manage Self</b>	<b>Foundational</b>	<b>1</b>
	Display Resilience and Adaptability	Foundational	2
	Act with Integrity and Courage	Foundational	3
	Demonstrate Accountability	Foundational	4
 <b>Relationships</b>	Communicate and Engage	Foundational	2
	Community and Customer Focus	Foundational	4
	<b>Work Collaboratively</b>	<b>Foundational</b>	<b>1</b>
	Influence and Negotiate	Foundational	3
 <b>Results</b>	Plan and Prioritise	Foundational	3
	<b>Think and Solve Problems</b>	<b>Foundational</b>	<b>1</b>
	Create and Innovate	Foundational	4
	Deliver Quality Results	Foundational	2
 <b>Resources</b>	Finance	Foundational	3
	<b>Assets, Tools and Resources</b>	<b>Foundational</b>	<b>1</b>
	Technology and Information	Foundational	2
	Procurement and Contracts	Foundational	4

## Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment.

Core Organisational Capabilities		
Group and Capability	Level	Behavioural Indicators
 <p><b>Personal Attributes</b> Manage Self</p>	<p>Foundational</p> 	<ul style="list-style-type: none"> <li>• Contributes to the team by undertaking own role effectively</li> <li>• Proactively seeks instruction and guidance</li> <li>• Approaches work tasks with energy and enthusiasm</li> <li>• Stays up to date with knowledge, training and accreditation in relevant skill areas</li> <li>• Demonstrates a willingness to learn and apply new skills</li> <li>• Accepts feedback and learns from mistakes and feedback given</li> </ul>
 <p><b>Relationships</b> Work Collaboratively</p>	<p>Foundational</p> 	<ul style="list-style-type: none"> <li>• Keeps team members and manager informed of what he/she is working on and/or doing</li> <li>• Shares knowledge and information with team members and manager</li> <li>• Offers to help colleagues and takes on additional tasks when workloads are high</li> <li>• Is aware of the wellbeing of co-workers and provides support as appropriate</li> <li>• Is open to input from people with different experiences, perspectives and beliefs</li> </ul>
 <p><b>Results</b> Think and Solve Problems</p>	<p>Foundational</p> 	<ul style="list-style-type: none"> <li>• Finds and checks information needed to complete own work tasks</li> <li>• Thinks through the options available and checks his/her suggested approach for suitability</li> <li>• Refers complex issues and problems to the manager</li> </ul>
 <p><b>Resources</b> Assets, Tools &amp; Resources</p>	<p>Foundational</p> 	<ul style="list-style-type: none"> <li>• Effectively uses a variety of work tools and resources to enhance work products and expand own skills set</li> <li>• Takes care of work tools, equipment, accommodation and community assets appropriately, and understand their obligations to use and maintain work tools and equipment appropriately</li> <li>• Reports faults or problems with work tools and equipment within appropriate timeframes</li> </ul>

## **Streams**

Streams identified for the position are the remainder capabilities prioritised in order for future development and progression. These must be demonstrated to progress through further steps. For further details of these capabilities refer to Councils Capability framework.

## Compulsory requirements of the position

- The successful candidate will be required to undertake pre-employment screening and achieve a satisfactory outcome
- It is an inherent requirement of this position that the successful candidate be immunised as one form of control to minimise workplace illness/disease. The following vaccinations are required and will be arranged upon commencement – Hepatitis A and B and/or Tetanus

## Progression skills, qualifications and experience

Progression through the salary system is based upon the acquisition and use of skills and/or employee performance / behaviour. Below are the skills required for progression at each step at and above

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<b>Step 1 (Entry Level) Essential Criteria</b>	<ul style="list-style-type: none"><li>• Year 10 standard of education or RoSA (Record of School Achievement) or equivalent leaving certificate with good Math's &amp; English results.</li><li>• Eligibility to enrol and commitment and ability to complete Certificate III Heavy Commercial Vehicle Mechanical Technology and other training as required.</li><li>• Genuine enthusiasm and desire to pursue a career as a mechanic or related fields.</li><li>• Demonstrated ability to work positively and effectively within a team.</li><li>• Demonstrated ability to understand directions and to communicate effectively with internal and external stakeholders.</li><li>• Ability to complete daily works records neatly and correctly.</li><li>• Class C Drivers Licence - minimum Provisional.</li></ul>
<b>Step 2</b>	<ul style="list-style-type: none"><li>• Prerequisites from Steps 1 plus:</li><li>• Council's general induction completed</li><li>• Attainment of WorkCover Construction Induction Card (White Card).</li><li>• First year completion of TAFE qualification Cert III Heavy Commercial Vehicle</li><li>• Demonstrates Stream 1 capabilities</li></ul>
<b>Step 3</b>	<ul style="list-style-type: none"><li>• Prerequisites from Steps 1 &amp; 2 plus:</li><li>• Second year completion of TAFE qualification Cert III Heavy Commercial Vehicle</li><li>• Demonstrates Stream 1 &amp; 2 Capabilities</li></ul>
<b>Step 4</b>	<ul style="list-style-type: none"><li>• Prerequisites form Steps 1, 2 and 3, plus:</li><li>• Third year completion of TAFE qualification Cert III Heavy Commercial Vehicle</li><li>• Demonstrates Stream 1,2 &amp; 3 Capabilities</li></ul>
<b>Step 5</b>	<ul style="list-style-type: none"><li>• Prerequisites form Steps 1, 2,3, and 4 plus:</li><li>• Competently works with full autonomy within their scope of work.</li><li>• Fourth Year Completion of TAFE qualification Cert III Heavy Commercial Vehicle</li><li>• Demonstrates Stream 1,2, 3 &amp; 4 Capabilities</li></ul>

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## **Additional information**

This position description is indicative and not to be considered as a comprehensive, complete, and/or exhaustive list of responsibilities, duties, and accountabilities. Just as Council is adaptive and responsive, Council's roles are similarly dynamic. This role may evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation, or as a result of ongoing professional learning, organisational development or continuous improvement, which are fundamental tenets of Council's operations.



## Declaration

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Carrathool Shire Council from time to time as necessary.

Employee's Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

HR Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_